

## INSTRUCTIONS FOR FORMS 10 & 11

**Each Form 10 and Form 11 must come directly from the reference.**

**Form 10 (Question 14. Personal References)** Type your name on the "Applicant:" line and type the name and address of the personal reference in the box at the top left. **Do not write in the rest of the form.** Mail the form to the reference with a stamped envelope addressed to the address below. You may not use a supervisor listed on Form 5 as a personal reference. Personal references may not be related to you or each other by blood or marriage. If a personal reference does not respond, you may replace the reference. Notify this office in writing which reference is being replaced and the name of the new reference.

**Form 11. (Question 17. Employment)** For each Form 11 type (1) on the "Applicant:" line, your name as it appears in Question #2 of your bar application, (2) your name during employment if different from above, (3) your social security number, (4) your dates of employment, and (5) the name and address of the employer in the box in the upper left. **Do not write in the rest of the form.** Mail the form to the employer with a stamped envelope addressed to the address below.

In your cover letter to each employer, you should (1) emphasize the importance of returning the form promptly to the Committee, and (2) provide the employer with any other information to identify your employment records. Your cover letter must also specifically authorize the release of your employment information to the Committee.

It is not necessary to submit a Form 11 for military service (you must submit a DD214 as part of your answer to Question 26), self-employment, or unpaid employment for academic credit. Do not list these types of employment on your Form 5 – employer reference section.

If an employer is out of business, you must attempt to ascertain if its employment records remain available at another location and attempt to obtain a verification of employment. Send Form 11 to the last known address of the employer. When the Form 11 is returned to you as undelivered, send it to this office with an explanation of the effort you made to contact the employer.

If your supervisor is no longer available, you should send the Form 11 to the personnel or human resources office or the keeper of the employment records for that employer, for verification of the dates of your employment and position held. **If the employer uses an employment verification service, you must contact that service and pay whatever fee is required to provide the employment verification to the Committee.**

The Committee **suggests** that you send all Form 11's by **certified mail, return receipt requested**. (The return receipt should go back to you in the first instance, not the Bar Examining Committee.) In that case, if an employer fails to submit the Form 11, you can establish that you sent the form by submitting the signed receipt card.

List each employer from whom a Form 11 is required on the back of Form 5 in the space provided. Be sure to list both the employer/company and the specific individual who will be completing the Form 11 (your supervisor).

Send the letters to your personal or employer references and provide them with a stamped envelope addressed as follows:

**Connecticut Bar Examining Committee  
July 2006 Bar Examination  
Reference Letter Department  
100 Washington Street  
Hartford, CT 06106-4411**